

**BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

Meeting Date: 11/17/04

Division: Management Services

Bulk Item: Yes X No     

Department: Administrative Services

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**AGENDA ITEM WORDING:**

Approval for County Administrator to proceed with Stock Island Utility Assessment program continuation of services to provide specialized assistance to Monroe County and its staff in the billing and collection of Stock Island Utility Assessments for FY 2004-2005.

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**ITEM BACKGROUND:**

County Administrator previously given authority to proceed with the scope of services at the February 2003 BOCC meeting for the FY 2003-2004 assessments.

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**PREVIOUS RELEVANT BOCC ACTION:**

Approval of scope of services per GSG letter/agreement for 2003-2004 tax year.

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**CONTRACT/AGREEMENT CHANGES:**

None

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**STAFF RECOMMENDATIONS:**

Approval

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**TOTAL COST:** \$7,000.00

**BUDGETED:** Yes X No     

**COST TO COUNTY:** \$7,000.00

**SOURCE OF FUNDS:** Infrastructure Sales Tax

**REVENUE PRODUCING:** Yes      No      **AMOUNT PER MONTH**      **Year**     

**APPROVED BY:** County Atty      OMB/Purchasing X Risk Management     

**DIVISION DIRECTOR APPROVAL:**

  
(Sheila A. Barker)

**DOCUMENTATION:** Included X To Follow      Not Required     

**DISPOSITION:**     

**AGENDA ITEM #** M-2





GOVERNMENT SERVICES GROUP, INC.

public sector  
*funding & service*  
solutions

October 5, 2004

VIA U.S. MAIL

Mr. Sal Zapulla  
Budget Director  
Monroe County  
5100 College Road  
Key West, FL 33040

OCT 13 2004

Re: Monroe County: Stock Island Utility Assessment Program  
Continuation of services

Dear Mr. Zapulla:

Government Services Group, Inc. (GSG) in conjunction with Nabors, Giblin, & Nickerson, P.A. (NG&N) recently completed its engagement with Monroe County to provide specialized assistance to Monroe County and its staff in the billing and collection of Stock Island Utility Assessments using the tax bill collection method for Fiscal Year 2004-05 based on the County's existing assessment methodology and assessment rates.

This letter is intended to offer annual services from GSG, Inc for Fiscal Year 2005-06. Accordingly, Appendix A is a scope of services that focuses on the creation of a Fiscal Year 2005-06 assessment roll and certification to the Monroe County Tax Collector by September 15, 2005.

We have attached as Appendix B, a list of the project deliverables and a delivery schedule, as well as a payment schedule. Upon notice to proceed, we will immediately develop, and update periodically, a detailed critical events schedule and a schedule for project deliverables tailored to the specific circumstances unique to the County.

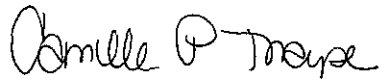
For services provided by GSG, we will work under a lump sum professional fee arrangement described in the attached scope of services on a percent-completed basis. A lump sum method of compensation eliminates any uncertainty in the total fee. This proposal assumes that the County will provide assistance in any fieldwork verification and that all legal work performed by NG&N will be a separate agreement.



Mr. Sal Zapulla  
October 5, 2004  
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We look forward to working with you and the County on this very important project. If you have any questions, please feel free to telephone me.

Sincerely,

A handwritten signature in cursive script that reads "Camille P. Tharpe". The signature is written in dark ink and is positioned above the printed name.

Camille P. Tharpe

/cpt

Enclosures



**APPENDIX A**  
**SCOPE OF SERVICES**



## APPENDIX A PROPOSED SCOPE OF SERVICES

### **Task 1: Prepare Fiscal Year 2005-06 Assessment Roll**

GSG will obtain information from at least two sources of data to prepare the Fiscal Year 2005-06 Stock Island Utility Assessment roll as follows:

- Monroe County Fiscal Year 2004-05 assessment roll for the Stock Island assessment area
- Most current working files from the ad valorem tax roll from Monroe County Property Appraiser

### **Task 2: Assist with rate adoption process in conformance with the Uniform Assessment Collection Act**

GSG will advise and assist with the legal requirements for the adoption of the final assessment rate(s) and certification of the assessment roll(s) in accordance with section 197.3632, Florida Statutes, including: (a) the development of the first class notice and its distribution (if required), (b) publication of the public hearing, and (c) the certification of the assessment roll to the Monroe County Tax Collector.

### **Task 3: Certify assessment roll**

Prior to the certification of the assessment roll, GSG will provide a test file of the assessment roll to the Monroe County Tax Collector to ensure electronic compatibility. Once the County has approved the assessment roll, GSG will certify the assessment roll in conformance with section 197.3632, Florida Statutes.

### **Proposed Fees**

The lump sum fee for the proposed scope of services is \$7,000. The lump sum fee includes expenses related to actual costs associated with photocopies, long distance telephone charges, overnight delivery services and travel-related expenses. A lump sum method of compensation eliminates any uncertainty in the total fee.

#### ***Special Note:***

The lump sum fee does not include the costs of producing and mailing the first class notices. These costs depend on the number of assessable parcels of property within the County. However, mailing and production costs are \$1.25 per parcel and are due and payable upon adoption of the preliminary assessment resolution.



The lump sum fee for professional services includes no on-site visits to the County by GSG staff. Meetings in excess of those contemplated may be arranged at our standard hourly rates.

### **Additional Services**

If requested, GSG will provide a scope of services and fee for providing off-site maintenance and administration of the database by which the County will have browser-based access. The maintenance services would include the preparation of enhanced ability for maintenance and calculations for the County's Stock Island Assessment program along with proforma analysis to determine the impact of future rate increases.

In recognition that GSG is an organization dedicated to providing specialized assistance to local governments in developing innovative and efficient solutions to public sector issues, we shall, on an hourly or negotiated fee basis, also be available to provide additional services to the County on finance, revenue or other local governmental matters. Such services may be provided under a written change order, extension to this scope of services, or by separate agreement based on the following standard hourly rates.

### **STANDARD HOURLY RATES**

<b><u>Position</u></b>	<b><u>Rate</u></b>
Chief Executive Officer	\$175
Senior Vice President	\$150
Consultants	\$125
Information Services	\$125

GSG has used reduced hourly rates for pricing this work plan.



**APPENDIX B**  
**DELIVERABLES AND PAYMENT SCHEDULES**



## DELIVERABLES AND PAYMENT SCHEDULES

<u>Deliverable</u>	<u>Schedule</u>
Notice to Proceed	November 2004
Create FY 2005-06 Assessment Roll	March – August 2005
Certify FY 2005-06 Assessment Roll	September 15, 2005

The lump sum fee will be due and payable on the following basis (assuming notice to proceed occurs by March 1, 2004) as follows:

<u>Payment</u>	<u>Schedule</u>
25% of lump sum fee	November 2004
25% of lump sum fee	May 2005
25% of lump sum fee	July 2005
25% of lump sum fee	September 2005